



Missoula Urban Demonstration Project

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Development Coordinator Position Description

The Missoula Urban Demonstration Project (MUD) is a non-profit organization in Missoula, Montana that has existed for 40 years to empower people to build a more sustainable community through tool sharing and hands-on learning. MUD programs include a member-based tool library, educational community events, skill-based workshops, and on-site sustainable living demonstrations.

Position Description

- The Development Coordinator position will, in collaboration with the Executive Director, contribute to all aspects of fund development including individual donors, business sponsors, grant writing, and event planning. Estimated 2023 annual fundraising goal is \$60,000. The position will require strong communication, interpersonal, and organizational skills.
- Part Time Position (10-20 hrs/wk), Flexible work schedule
- This is a 1-year position with the potential to extend into the future dependent on funding
- Hourly wage \$17-\$19 per hour DOE

Duties

- Lead fundraising efforts and meet annual fundraising goals by implementing MUD's fundraising strategy and seeking support from diverse sources including individual donors, business sponsorships, events, and grant funding
- Strengthen and manage relationships with existing donors and cultivate new donor relationships
- Oversee Sustainability Circle, MUD's business sponsor program, including developing new relationships
- Keep accurate donor records by updating and maintaining donor database
- Analyze development progress, report on progress, and make adjustments or improvements to initiatives and processes as needed
- Support donor stewardship through donor acknowledgement, phone calls, follow up, etc.
- Assist with planning and implementation of fundraising events including the annual Garden Party
- Help update and create donor communications materials such as mailers, email appeals, and website updates
- Create and implement plan for annual fundraising appeals

- Collaborate with the Executive Director on grant research, writing, and reporting
- Represent MUD in the community
- Build and foster partnerships with local businesses and other nonprofits
- General office communications (phone, e-mail, mail, etc.)
- Other duties as assigned

Minimum Qualifications

- Experience with nonprofit fundraising and grant writing
- Strong communications skills including experience with public speaking
- Excellent networking and relationship management skills
- Demonstrated organization skills and attention to detail
- Strong computer skills including advanced familiarity with Google Suite, Wordpress, and experience with donor/membership database systems
- Ability to work independently in a focused and efficient manner
- Courteous, professional demeanor

Preferred Qualifications

- Expert computer skills – ability to troubleshoot, find optimal solutions for increasing efficiency of data systems, familiarity with programs and applications including, but not limited to Square, Survey Monkey, Akubo, Mail Chimp, Wordpress, Submittable, Canva, Excel, etc.
- Knowledge of fundraising principles and practices to participate in the planning and implementation of an effective, well-rounded development campaign
- Existing relationships with local, state, and national donors
- Familiarity with The Missoula Urban Demonstration Project, its mission, program focus and culture
- Proven success in fund development and securing substantial fundraising gifts

Benefits:

- Paid time off starting at 6 months
- Flexible work schedule and remote work opportunities
- Free MUD tool library membership

To Apply: Email a cover letter and resume to info@mudproject.org. Applications will be reviewed on a rolling basis with interviews starting in early December. Anticipated start date January 2023.